



HISTORIC SIGN DESIGNATION SUBMITTAL INSTRUCTIONS and CHECKLIST

A sign may be nominated as Historic by the City Council, the Historic Preservation Commission, the owner(s) of the sign, or upon a petition from any person, group or organization. While this checklist may be helpful, it is not designed to be a substitute for the Subdivision Code provisions. Applicants are expected to review the details of the code. A pre-application meeting shall be scheduled with the Planning Staff prior to submittal of a Historic Sign Application. The following information needs to be provided at the pre-submittal meeting:

- 1) Photo(s) of sign proposed for designation.
- 2) Preliminary statement of significance

By 5:00 p.m. on the published submittal date, the following information, shall be provided to the Planning Department:



- ☐ 1. Completed application form with nonrefundable application fee.
- ☐ 2. Letter of application, which includes:
 - Actual or approximate date of sign.
 - Statement of reasoning for request.
 - Basis for designation to include any applicable supporting documentation.
- ☐ 3. If the applicant for Historic Sign Designation is other than the owner of the sign, notice of the request must be sent to the owner by Certified Mail. This notice should include, at a minimum, the nature of the request, the Historic Preservation Commission meeting date for which consideration is proposed and directs questions or comments to the Manitou Springs Planning Department. Documentation of this notice (copy of letter and Certified mailing receipt) must be provided at the time of application submittal. Return signature cards should be addressed to the Planning Department.
- ☐ 4. Graphic documentation of the sign per the requirements of the same type (i.e. Wall Sign, Freestanding Sign, etc.). At least one clear, color photograph should be provided.